

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 0-17			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-10-060		Contract Period   11/30/2010   To   07/31/2011 Base <input checked="" type="checkbox"/> Option Period Number		Title of Work Assignment/SF Site Name					
Contractor COMPUTER SCIENCES CORPORATION				Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   12/04/2010   To   07/31/2011			
Comments:									
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 0					
11/30/2010 To 07/31/2011									
This Action:				1,900					
Total:				1,900					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name   Kenneth Stone  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>						Branch/Mail Code:			
						Phone Number   513-569-7474			
						FAX Number:			
Project Officer Name   Nancy Muzzy  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>						Branch/Mail Code:			
						Phone Number: 513-569-7864			
						FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>						Branch/Mail Code:			
						Phone Number:			
						FAX Number:			
Contracting Official Name   Cathy Basu  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>						Branch/Mail Code:			
						Phone Number: 513-487-2042			
						FAX Number:			

**WORK ASSIGNMENT 0-17**  
**PERFORMANCE WORK STATEMENT**

**Contract No. EP-C- 10-060**

**Work Assignment: 0-17**

**WAM:** Kenneth R Stone  
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National Homeland Security Research Center, ORD  
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26 W Martin Luther King  
Cincinnati, OH 45268

**LOE:** 1900 hours

**Period of Performance:** December 1, 2010 to July 31, 2011

**Title: Security Program Assessment & Review (SPAR)**

**PWS Sections: 2.1.1, 2.2.5, 2.3.1, 2.3.2**

**I. PURPOSE:** This work assignment shall support the National Homeland Security Research Center's (NHSRC) Information Security (INFOSEC) program to ensure the security of NHSRC information. The contractor shall provide services to conduct Risk Assessed Security Program (RASP) reviews of NHSRC research products to determine the sensitivity of information they contain. The contractor shall make recommendations for designation as unclassified or unclassified/FOUO, as appropriate. The contractor shall make recommendations for the classification of National Security Information (NSI), as appropriate. The contractor shall be supplied with NHSRC classification guidance for this purpose. The contractor shall also support updates and revisions to classification guidance and provide guidance memoranda by project as directed. This effort meets NHSRC requirements under the Executive Order 12958, "*Classification of National Security Information*," as amended. This effort shall also meet NHSRC requirements under the emerging "*Controlled Unclassified Information (CUI) Framework*" for the protection of unclassified, terrorism-related information.

**II. BACKGROUND:** The NHSRC is charged with handling and securing both controlled unclassified information (CUI) and classified information. The purpose of the

NHSRC INFOSEC program is to ensure that such information is quickly identified and controlled to prevent release to parties that may exploit it for harm to the American people. This mission is accomplished through the early identification of sensitive information under the RASP, the correct marking of such information for controlled utilization by researchers, partners and clients and the safeguarding at the appropriate level information that possesses the risk of harm to persons, programs, missions or National Security.

The contractor shall review and evaluate the potential national security risk in the research programs and products of the National Homeland Security Research Center and other agency programs as directed. Such evaluation is a continuous review of research programs and products to ensure that sensitive, national security information (NSI) is identified accurately and immediately as it is generated by research. The criticality of this function is based on:

- (1) the risk of loss of such information if it is shared or disseminated prior to identification and implementation of protection and control, and
- (2) the utility of the information to a terrorist in carrying out an attack against the American people. Therefore, the reviewer must be cleared at the SECRET level or higher, and possess both expertise in the classification of NSI and the scientific knowledge to recognize the emergence of NSI in research efforts.

### **III. QA REQUIREMENTS:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the generic contract Quality Management Plan (QMP).

### **IV. DETAILED TASK DESCRIPTION:**

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of the technical direction clause of the contract. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

## **Task 0: Work Plan, Progress evaluations, and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a project specific QA supplement to the QMP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

**Deliverables:** Work plan and monthly progress and financial reports.

## **Task 1. Designated Review Authority**

The contractor shall be designated as a review authority (DRA) for research products developed by the NHSRC. In this role, the contractor shall utilize the *NHSRC Center-wide Classification Guide* (Draft 2004) and the *NHSRC TOPICs Handbook* (DRAFT) to assess the sensitivity of information in draft NHSRC products and provide a rating, along with a justification for any rating that entails a restriction in distribution or prohibition of release. Justifications must cite a legal requirement and be based on either of the two documents provided above, or other classification guides issued by a cognizant authority. The types of products requiring a sensitivity review may include: articles and papers, slide presentations, speeches, abstracts, brochures, reports, proceedings, computer tools and poster displays. Topical areas shall include:

- A) Threat evaluation and infrastructure vulnerability assessment and;
- B) Chemical and biological agent research, including, but not limited to;
  - i. Simulants and synthetic toxins
  - ii. Detection technology, assessment and evaluation

- iii. Modeling and Dispersal
- iv. Emergency Response Actions
- v. Decontamination
- vi. Disposal

- C) Radiological agent research, including, but not limited to;
  - vii. Detection technology, assessment and evaluation
  - viii. Modeling and Dispersal
  - ix. Emergency Response Actions
  - x. Decontamination
  - xi. Disposal

Documents submitted for review shall be uploaded to the Security Drop Box on the NHSRC Intranet by the EPA author or PI. Upon receiving automated notification of the upload, the contractor shall access the submission and conduct the security review, issue a rating and justification as indicated on the form and electronically sign the review.

NHSRC research products will be reviewed individually to determine the level of sensitivity, resulting in a recommendation to either **designate** the product, *Unclassified*, or *For Official Use Only (FOUO)*, or to **classify** it as *NSI*, *CONFIDENTIAL*, *SECRET* or *TOP SECRET*. The meaning of each term is defined in the *NHSRC TOPICS Handbook*, which will be provided to the contractor.

The contractor shall review and recommend designation or classification of research products in accordance with the guidance laid down in the *NHSRC TOPICS Handbook*. These products shall include abstracts, papers, articles, project summaries, reports, slides and slideshows, brochures, one-pagers, posters, computer products. Tasks will include the following:

Evaluating every component of a product in accordance with the requirements set down in EO 12958 and recommending designation or classification of the product to the NHSRC.

- (1) In the case of a recommendation of UNCLASSIFIED, the contractor shall simply make the recommendation and sign the review form without comment.
- (2) In the case of a FOUO (For Official Use Only), designation, the contractor shall page-mark the product in accordance with accepted practice, utilizing the markings stipulated in the *NHSRC TOPICS Handbook (DRAFT)*. The contractor shall cite the relevant topic in the draft manual, and provide an assessment of why the product fulfills the topic description.
- (3) In the case of a CONFIDENTIAL or SECRET classification recommendation, the contractor shall portion-mark the product in accordance with accepted

practice, utilizing the portion-markings stipulated in the draft *NHSRC Center-wide Classification Manual*. The contractor shall mark the cover of the document and the specific pages on which the information appears according to government requirements as temporary classification, pending NHSRC review and authorization. These markings shall also include the statement, "Classification Determination Pending," on the cover, title and all pages containing sensitive information.

- (4) In the event of a document sustaining a designation of "For Official Use Only" or is classified as NSI, the contractor shall set up a document control procedure to track the production and distribution of copies to personnel with a need to know. The contractor shall maintain a log of sensitive and classified materials including working papers so designated/classified and the names of the individuals with these documents and products in their possession. The contractor shall report status on a monthly basis.
- (5) The contractor shall deliver designation/classification recommendations and marked products to the NHSRC within 3 working days.

**Deliverables:** RASP reviews, via Security Drop Box, for each product assigned, portion-marked products (as appropriate).

Estimate Annual Number of Product Designation/Classification Reviews	
ABSTRACTS	90
PAPERS/ARTICLES	90
SLIDESHOWS	80
POSTERS	45
REPORTS/TEST PLANS	130

**Task 2. Completion of NHSRC Security Handbooks:**

The contractor shall support the completion of the draft NHSRC Security Handbooks in order to ensure that the guidance is up-to-date, reflective of actual program and project activities and in compliance with standard practices and legal requirements. The contractor shall review current and planned research activities in the NHSRC and determine what changes need to be made to the topical tables in the guidance to reflect actual efforts underway. The contractor shall seek established guidance in these areas

to ensure that classification recommendations are consistent with other Federal decisions on these topics.

The contractor shall support the development of the handbooks to ensure content is in compliance with relevant law (Freedom of Information Act), Executive Orders, regulations and Agency directives. The contractor shall format the handbook to fit with the previous related documents. The contractor shall prepare for two review cycles for this document and post editorial comments in a manner where the project officer can compare the contractor's recommendation to the original text. The contractor shall also return three hardcopies of the product with the electronic version.

**Deliverables:** 3 Draft Security Handbooks: *RASP Handbook*, *Sharing Handbook* and *OPSEC Handbook*, in MS WORD, with three hardcopies. Final handbooks in MS WORD, with three hardcopies.

### **Task 3. NHSRC INFOSEC/OPSEC Program Support**

The contractor shall support the planning, development and implementation of internal reviews, self inspections and assessments of the NHSRC INFOSEC program. These assessments will address any aspect of the INFOSEC program, as directed by the NHSRC Security Program. The contractor shall assist in planning sessions to assess operations and conduct walk-throughs of NHSRC sites to assist in the evaluation of security procedures. The contractor shall review classified inventory and assist in the cataloging, management, safeguarding and disposition of classified matter. As program changes are identified, the contractor shall assist in implementing those changes via documentary support.

The contractor shall support the planning, development and implementation of the NHSRC OPSEC program. The contractor shall support the development of threat assessments and documentation to establish a viable OPSEC program customized to the NHSRC operating environment. The contractor shall document and report all relevant activities in this effort.

### **Task 5. Report Out**

The contractor shall compile and report out the period's activities at a "Report Out" meeting in Cincinnati, Ohio at the conclusion of these tasks. The meeting will be arranged by the NHSRC at the AWBERC and the contractor will be responsible only for his presentation.

**V. DELIVERABLES:** For each task listed above, these deadlines apply:

<b>Task</b>	<b>Product</b>	<b>Draft Due to WAM</b>	<b>Final Due to WAM</b>
#0	Work Plan	n/a	10 days after issue
#0	Progress Reports	n/a	Monthly
#1	RASP Reviews	Ongoing	95% due same day 5% due 3 days after issue
#2	<i>Revised Security Handbooks</i>	1/30/2010	2/15/2011
#3	Report Out	n/a	6/30/2011

## **VI. REPORTING REQUIREMENTS**

Monthly Progress Reports (including a progress evaluation discussion)

Financial Reports

RASP Reviews via drop box

RASP Activity Reports

Classification Guidance Update

Classification Guidance Letters

Report Out Briefing

## **VII. OTHER REQUIREMENTS – Security and Technical Expertise**

As noted above, the contractor shall provide services to conduct RASP reviews of NHSRC research products to determine the sensitivity of information they contain, making recommendations to the NHSRC security team for designation or classification. This is a critical function as a failure to properly identify the potential National Security risk can lead to situations incurring significant civilian casualties.

In this security area, there is no room for compromise. Proper identification and assessment of risk for NHSRC research information enables NHSRC to quickly secure and control FOUO, CUI and NSI, preventing the release of such dangerous information to our adversaries. Should we fail to identify such information early in the research process, the cost incurred will be measured in lives lost, mission impacted and



reputation damaged.

In sum, each individual provided by the contractor to act as a DRA must possess:

- (1) National Security Clearance at SECRET level or above,
- (2) Expertise in classifying NSI, and
- (3) Scientific knowledge to recognize the emergence of NSI in research efforts on chemical, biological and radiological attack agents.

Therefore, for each individual submitted for designation as a DRA, the contractor shall provide in the workplan a CV, resume or other record of work expertise that demonstrates all of the following:

1. Possession of a National Security Clearance at SECRET level or above
2. Expertise in the field of information classification, as either a derivative classification authority (DCA) or Original Classification Authority (OCA)
3. Expertise in threat evaluation and infrastructure vulnerability assessment
4. Expertise in these technical areas (either as a researcher or as a DCA or OCA):
  - i. Chemical and biological agents, including, but not limited to;
    - A) Live biological agents
    - B) Chemical and biological simulants and synthetic toxins
    - C) Weaponizing agents and delivery methods
    - D) Detection technology, assessment and evaluation
    - E) Modeling and Dispersal
    - F) Emergency Response Actions
    - G) Decontamination
    - H) Disposal
  - ii. Radiological agent research, including, but not limited to;
    - I) Radiological agents
    - J) Weaponizing agents and delivery methods
    - K) Detection technology, assessment and evaluation
    - L) Modeling and Dispersal
    - M) Emergency Response Actions
    - N) Decontamination
    - O) Disposal

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 0-17				
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Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW					
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Comments: The purpose of this amendment is to correct the Line Item numbering in EAS as follows: 0001 - Funding for Base Pd 0001N/A - Labor Hours										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
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1										
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Authorized Work Assignment Ceiling										
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11/30/2010 To 07/31/2011										
This Action:				0						
Total:				1,900						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name   Kenneth Stone  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number   513-569-7474 FAX Number:			
Project Officer Name   Nancy Muzzy  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-569-7864 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
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